
**THE COMMONWEALTH
TECHNOLOGY RESEARCH FUND:
ADVANCING TECHNOLOGY AND ECONOMIC
DEVELOPMENT IN VIRGINIA BY INVESTING IN HIGHER
EDUCATION RESEARCH**

Guidelines for Applicants

**APPENDIX 2
FORMS**

September 2000



Administered by
Virginia Department of Planning and Budget
In cooperation with
**Virginia's Center for Innovative Technology
Virginia Economic Development Partnership
State Council of Higher Education for Virginia
Virginia Research and Technology Advisory Commission**

**Virginia Department of Planning and Budget
COMMONWEALTH TECHNOLOGY RESEARCH FUND
SECOND FUNDING CYCLE, FISCAL YEAR 2002
PROPOSAL CHECKLIST**

Program Type:

(check one)

- ☐ Strategic Institutional Enhancement Program
- ☐ Industry Inducement Program
- ☐ Matching Funds Program

Proposal Format:

- ☐ Proposal Checklist (Form A)
 - ☐ Title Page (Form B)
 - ☐ Project Summary (Form C)
 - ☐ Economic Impact Statement
 - ☐ Project Description (10 pages maximum)
 - ☐ Timeline
 - ☐ Budget (Form D) with itemized budget explanation
 - ☐ Funding/Leverage Statement
 - ☐ Biographical Sketches
 - ☐ Partnership and Intellectual Property Plan
 - ☐ Conflict of Interest Statement (Form E)
 - ☐ Reviewer Information (not applicable for Matching Funds Program)
- Note:** Appendices are not allowed and will not be considered in the proposal evaluation process except for Matching Funds Program proposals. Applicants wishing to submit supplementary materials should contact program staff after proposal submission.

Proposal Deadline:

Proposal must be received by the following deadlines for the Strategic Institutional Enhancement Program.

- Second round of awards, fiscal year 2002
 - Pre-proposals are due by 5 p.m. June 15, 2001.
 - Applicants notified of results of review in July, 2001.
 - Proposals are due by 5 p.m. on September 21, 2001.
 - Award announcements will be made in November, 2001.

**Copies and
Submission Info. :**

Electronic proposals should be sent in .pdf format to research@dpb.state.va.us

Written proposal (signed in blue ink) should be sent to:
Richard D. Brown, Acting Director
Department of Planning and Budget
200 N. 9th Street, Room 418
Richmond, VA 23219

Both electronic and written proposals are due on the same date.

Virginia Department of Planning and Budget
COMMONWEALTH TECHNOLOGY RESEARCH FUND
TITLE PAGE

Program Type (check one)	<input type="checkbox"/> Strategic Institutional Enhancement Program <input type="checkbox"/> Industry Inducement Program <input type="checkbox"/> Matching Funds Program		
Project Title (50 characters max)			
Investigator(s)			
Full Name	first	m.i.	last
	first	m.i.	last
Title			
Institution			
Department			
Telephone No.			
E-mail Address			
Fax No.			
Signature			
Mailing Address (Principal Investigator)		Company Sponsor(s) – if applicable	
		1)	
		2)	
		3)	
Proposal Information			
Start date:		Anticipated completion date:	Amount Requested:
Institutional and/or Other Match:		Total Project Cost:	
Endorsement	Authorized Organizational Representative	For DPB use.	
Signature			
Name			
Title		E-mail Address	
Organization		Fax No.	
Address		Telephone No.	
City/State/Zip		Date	

**Virginia Department of Planning and Budget
COMMONWEALTH TECHNOLOGY RESEARCH FUND
PROJECT SUMMARY**

Project Title

Project Summary (in lay terms – maximum 100 word summary)

Virginia Department of Planning and Budget
COMMONWEALTH TECHNOLOGY RESEARCH FUND
BUDGET

Notes:

- Applicants may use separate pages as long as this format is followed.
- To add or remove rows or make other changes, unprotect/reprotect document.
- If request is for more than one year, complete one form for each year AND one summary page.
- If request includes collaboration from other universities, please provide a budget package for each institution AND a summary package for all institutions combined.
- Please combine multiple worksheets into one workbook.

Period covered by this budget:

From

To

Institution:

Name	Title/Role	FTE	CTRF Funding	Applicant's Matching Funds	Other Sources	Total
						-
						-
						-
						-
						-
						-
						-
Total Salary and Wages		-	-	-	-	-
Fringe Benefits						-
Total Personnel			-	-	-	-
Equipment						-
Travel						-
Computer Time						-
Supplies and Materials						-
Other Direct Costs						-
Total Nonpersonnel			-	-	-	-
Total Direct Costs			-	-	-	-
Indirect Costs						-
Total Costs			-	-	-	-

Virginia Department of Planning and Budget
COMMONWEALTH TECHNOLOGY RESEARCH FUND
CONFLICT OF INTEREST STATEMENT

Please check one of the following and sign the Certification below:

☐ I DO NOT have any related financial interests from any business entity or entities which would reasonably appear to be affected by the proposed research.

☐ I DO have a related financial interest from a business entity or entities which would reasonably appear to be affected by the proposed research.
(Please provide details below. Details should include name of company, principal business, and address; investigator's relationship to company; anticipated income from company within the next 12 months including patents, royalties, honoraria and consulting fees; equity stake in company.)

CERTIFICATION

The Investigator warrants that he/she is in compliance with and neither has violated nor will violate the Virginia Comprehensive Conflict of Interests Act; that he/she is in compliance with all Federal, State, and university policies governing intellectual property rights; and that the following information is full disclosure with respect to any relationship, direct or indirect, that the Investigator or any member of his/her household/family has with any business entity that may be affected by the proposed research.

Signature

Date